



TENANT OCCUPANCY PERMIT APPLICATION INSTRUCTIONS

For The Occupancy of Existing Commercial Buildings for the Purpose of Operating a Business
No Interior/Exterior Improvements are Authorized Under this Type of Permit.

(With the Following Exceptions on Page 2)

City of Sedona

This pamphlet outlines the typical information needed for a commercial business to obtain a Tenant Occupancy Permit. A Tenant Occupancy Permit is required for any new business occupying commercial space or an existing business changing locations. The purpose is to ensure that the proposed business is an allowed use in the specified zoning district and that the building meets the requirements of the current zoning and building codes. Once the required inspections are approved, the City of Sedona will issue a Certificate of Occupancy to the tenant.

A Business cannot operate without a valid Certificate of Occupancy.

For further information, contact the **Community Development Department, 102 Roadrunner Drive, Sedona, Arizona 86336, (928) 282-1154.**

TENANT OCCUPANCY PERMIT APPLICATION

The Tenant Occupancy Permit Application provides information about your business. This information is necessary for permit review and approval.

LOCATION INFORMATION

■ INTENDED USE

Indicate the type of business you will be operating i.e., Retail, Food Service, Office Professional, etc.

■ ASSESSOR PARCEL NO.

Community Development staff can assist you in providing the Assessor Parcel No. if you can not obtain it yourself.

■ BUSINESS ADDRESS

Provide a valid address where the business will be operating.

■ BUILDING NAME / SUITE NO. (If Applicable)

Provide the name of building and the suite number in which you leasing space to operate your business.

■ BUSINESS NAME

Provide the name under which the business will be operating.

TENANT INFORMATION

■ TENANT NAME

Provide the name of the tenant (*person or people*) leasing the commercial space to operate the business. When the permit has been approved and finalized a Certificate of Occupancy will be issued in the name provided.

■ MAILING ADDRESS

Provide the mailing address of the tenant.

■ PHONE NO./FAX NO./CELL NO.

Provide the phone no., fax no., cell phone no., of the tenant.

Please read the "REQUIREMENTS" portion of the application. There are additional agencies you are required to contact in order to complete this permit process and receive your Certificate of Occupancy.

BUILDING OWNER OR PROPERTY MANAGEMENT INFORMATION

■ BUILDING OWNER/PROPERTY MANAGER NAME

Provide the name of the person or company for which you have signed a lease agreement with.

■ MAILING ADDRESS

Provide the mailing address of the person or company for which you have a signed lease agreement with.

■ PHONE NO./FAX NO./CELL NO.

Provide the phone number and or cell phone number of the person or company for which you have a signed lease agreement with. Fax No. is optional.

DEPOSIT

A deposit of \$50 is required at the time an application is submitted for a Tenant Occupancy Permit. This is the total fee for the review process and permit application. This deposit is non-refundable. Additional sewer capacity fees could be required. See **FEES** on the following page.

PROCESSING TIMES

Permit applications are processed on a first come first serve basis. Review times vary with the complexity of projects, the current volume of permit applications and the quality of the submittals received.

ZONING APPROVAL

Zoning staff will review and approve the type of business you are proposing relative to the allowable uses in that particular Land Use Zone. ***You must complete the attached Tenant Improvement Preliminary Questionnaire.*** Community Development staff can assist you in determining if your business is allowed in a specific location.

SEDONA FIRE DEPARTMENT APPROVAL

You are required to contact the Sedona Fire District to schedule a fire code inspection in addition to the City of Sedona's inspection requirements

Contact the Sedona Fire Marshal's Office at (928) 282-6800.

BUSINESS REGISTRATION

The Community Development Department can provide you with the Business Registration Application. Applications should be submitted to the City Clerk's Office for processing.

SIGN PERMITS

Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development.

Contact the Development Services Division at (928) 282-1154 with regard to sign regulations and permit applications.

FEES

■ SEWER CAPACITY

Generally, for those properties connected to the City sewer, the proposed use or business cannot discharge more waste than currently authorized. The wastewater discharge of various uses and businesses are established by the *Base Sewer User Rates* table.

Building Department staff can determine if a particular property is connected to the City Wastewater System, what the current authorized discharge is, and whether the current discharge can be increased. If an increase in discharge is allowed, an additional capacity fee will be assessed and is due and payable at the time the permit is issued.

EXPIRATION OF TENANT OCCUPANCY PERMITS AND/OR APPLICATIONS

Permit applications expire 180 days after the date of submittal, unless a permit is issued. Tenant Occupancy Permit expires 180 days after the date of issuance.

Certificate of Occupancy will not be granted without a successful Final Inspection and Approval from the Building Department and the Sedona Fire District.

STATE AND CITY SALES TAX

The State and City have a joint sales tax collection system. Both the *Arizona Joint Tax Application* and the *License Update Form* are available from Community Development.

For licensing information, contact The Arizona Department of Revenue at (602) 542-4576 or (800) 634-6494.

INSPECTIONS

All of the customary inspections required are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary, dependent upon the nature of the location and business. You may contact the Building Department staff in order to determine the specific inspections required for your project.

It is the **applicant's responsibility** to call for all required inspections.

A final inspection of the project must be requested prior to opening for business. Failure to do so prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 4:00 p.m. Monday through Friday. Inspections are scheduled by calling 928-282-3268 and leaving a "voice mail" message, please leave the permit number and type of inspection requested. Calls received before 7:00 a.m. can be scheduled for inspection that same day.

LIMITATIONS OF A TENANT OCCUPANCY PERMIT

Under a Tenant Occupancy Permit, an Owner/Tenant may do the following:

- Relocate cash register/service counter and perform the minor electrical work associated with these items.
- Install display cases and minor electric associated with these items.
- Install/relocate not more than 3 light fixtures to best serve new display areas. This does not allow re-wiring of entire ceiling, wall or other areas.
- Construct temporary partitions to create a secure storage area within the tenant space not to exceed 64 square feet of net area. This storage location may have one receptacle and one light as consequential electric.

NOTE: A commercially licensed contractor is required for any electrical work.

If any work you intend to do falls outside of the items listed above, a Tenant Improvement Permit will need to be applied for instead of a Tenant Occupancy Permit. See the Tenant Improvement Permit Instructions for details.